



Financial Services - Supervisor

Details

Job ID : 420

Title : Financial Services - Supervisor

Job Code : 1131

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR SUPERVISING FINANCIAL STAFF AND OVERSIGHT OF BUDGETARY CONCERNS

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN BUSINESS

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- SUPERVISES FINANCIAL STAFF
- ASSIGN JOBS TO STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- RECOMMENDS CORRECTIVE ACTION TO COURT OFFICIALS AND CONTRACTORS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS ON FINANCIAL MATTERS
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASE PAYMENTS
- OTHER DUTIES AS ASSIGNED